



Job Posting

***Subject to change**

Directs the management, coordination, implementation, administration and operation of the Scanning Section of the department. Develops and implements relevant management policies, procedures, guidelines and project schedules, reports, charts and graphs. Assists in the design and implementation of special systems, plans and projects. Evaluates adherence to standards and recommends corrective actions where necessary. Will be responsible for making recommendation for disciplinary action. Investigates special problems encountered by employees; responds to calls from the general public that extend beyond the normal scope of subordinates. Provides leadership, guidance, training and advice to subordinates. Performs other duties as assigned. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.

The position is physically comfortable; i.e., essentially normal office environment.

Requires an Associate degree in Business Administration, Accounting, Engineering, or a closely related field.

Four (4) of experience in personnel administration, accounting, courtroom activity or a closely related field are required, with at least two of those years in a supervisory capacity. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

None

Extensive knowledge of project implementation and project management. Expertise in electronic workflow and new technologies. Excellent oral presentation and writing skills. Ability to prepare, interpret and communicate project reports, information, and instruction. Prior scanning and/or processing of court documents are highly preferred.

None. However, the department may administer and the applicant must successfully complete a computer skill assessment.

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 25

CLOSING DATE	Open Until Filled
12/31/2023	12/31/2023

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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